

EDITED KSA LISTING

CLASS: SUPERVISING CASEWORK SPECIALIST I, YA

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Comprehensive knowledge of principles, procedures, techniques, trends, and literature of social work, with particular reference to casework and group work methods to provide guidance and training to staff and assist in program development
K2.	Comprehensive knowledge of purposes, scope, and operation of correctional institutions with particular reference to institutional programs for youthful offenders to maintain a safe environment for the delivery of treatment services
K3.	Advanced knowledge of the underlying causes, nature, and results of delinquency to provide effective treatment, programs and training for staff
K4.	Advanced knowledge of characteristics and social aspects of mental and emotional disturbances and mental deficiency to provide effective treatment, programs and training for staff and ensure a safe environment
K5.	Comprehensive knowledge of normal and abnormal psychology and its application to the problems of delinquency to provide effective treatment, programs and training for staff and ensure a safe environment
K6.	Comprehensive knowledge of research methods as applied to social work to develop evidence based treatment programs, identify resources and provide staff training
K7.	Comprehensive knowledge of principles and practices to effectively supervise and manage staff
K8.	Comprehensive knowledge of a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

EDITED KSA LISTING

CLASS: SUPERVISING CASEWORK SPECIALIST I, YA

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

	Skill to:
S1.	Effectively supervise the application of casework and group work methods and techniques to the diagnosis and treatment of Division of Juvenile Justice (DJJ) youth
S2.	Effectively perform and supervise research studies in order to enhance treatment services and staff training
S3.	Effectively supervise others, evaluate their work, and give in-service training in order to maintain a professional and effective workforce
S4.	Effectively secure accurate social data and record such data systematically in order to assess and monitor treatment services
S5.	Consistently prepare clear, comprehensive, accurate, and concise reports in order to communicate information effectively
S6.	Effectively interpret statistical data in order to accurately assess and evaluate program elements
S7.	Effectively provide field work training to social work interns in order to develop a professional workforce
S8.	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment in order to promote a safe and healthy work environment
S9.	Manage time and organize assignments in order to effectively accomplish tasks

EDITED KSA LISTING

CLASS: SUPERVISING CASEWORK SPECIALIST I, YA

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

	Ability to:
A1.	Effectively establish and maintain positive working relationships in order to maintain a safe and healthy work environment and the highest quality of services
A2.	Accurately analyze situations and take effective action in order to ensure the highest quality of programs and services
A3.	Communicate effectively and clearly in order to provide direction and maintain a high level of integrity
A4.	Work effectively in a correctional facility with youth and staff of various gender, racial, ethnic, and cultural differences to maintain positive working relationships and an environment that promotes opportunity for change
A5.	Effectively model and provide leadership in order to motivate the workforce and maintain program credibility
A6.	Maintain a professional demeanor when dealing with adverse situations in order to utilize sound judgment, model effective problem solving and decision making

EDITED KSA LISTING

CLASS: SUPERVISING CASEWORK SPECIALIST I, YA

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

	Special Personal Characteristics:
SPC1.	An objective and empathetic understanding of the problems of youth in order to effectively accomplish the rehabilitative mission of the DJJ
SPC2.	Tolerance and cultural sensitivity in order to communicate effectively and deliver quality programs and services
SPC3.	Tact and professionalism in order to maintain positive relationships and high quality programs and services
SPC4.	Patience in order to maintain a safe and healthy work environment and ensure a high quality of programs and services
SPC5.	Emotional stability, maturity, and integrity in order to maintain a safe and healthy work environment and ensure a high quality of programs and services
SPC6.	Compassion in order to enhance the ability to develop rapport and professional relationships necessary to accomplish treatment services
SPC7.	Approachability in order to maintain open lines of communication